

WORKERS COMPENSATION CODES FOR EMPLOYEES TIMESHEET



Workers Compensation SABHRS Payroll Reporting Codes.

The workers compensation codes below are for employees who have been injured at work. The codes are to be used when entering work hours on your timesheet. The codes include employees who are FMLA-eligible as a result of a work-related injury.

All injuries at work must be reported to your supervisor and a First Report of Injury (F.R.O.I) form completed with your supervisor. To find out more about reporting and injury please visit our website. [Workers Compensation Management Bureau](#)

To find out more about the workers compensation codes, please contact your Human Resource Department or email Lance Zanto the Workers Compensation Bureau Chief.
<mailto:lzanto2@mt.gov>

CODE:	WHEN TO USE CODE:
LWOPW – Leave Without Pay Work Comp	Used when an employee is off work and not receiving wages due to a work-related injury/disease.
LDWC – Light Duty Work Comp	Used when an employee is working temporary light duty (work restrictions) due to a work-related injury/disease.
SLWC – Sick Leave Work Comp	Used when an employee is using sick leave while off work due to a work-related injury/disease.
HWC – Holiday Work Comp	Used when an employee is being paid regular wages while working temporary light duty (work restrictions) surrounding a holiday.
<i>Used Less frequently</i>	
TDWC – Transitional Duty Work Comp	Used when the employing agency cannot accommodate work restrictions and the employee is temporarily working for another agency.
VLWC – Vacation Leave Work Comp	Used when an employee is using vacation time while also receiving wage loss compensation benefits.
NEWC - Nonexempt Comp Taken Work Comp	Used when a nonexempt employee is using comp time while receiving wage loss compensation benefits.
ECWC – Exempt Comp Taken Work Comp	Used when an exempt employee is using comp time while receiving wage loss compensation benefits.

If an employee becomes FMLA-eligible as a result of a work-related injury, the following FMLA codes are available for use.

FMLA-Workers Compensation SABHRS Payroll Reporting Codes

CODE:	WHEN TO USE CODE:
FWBK - FMLA/WC Holiday Bank	Used when an employee is using banked holiday while off work beyond 4 days due to a work-related injury/disease.
FWBKN - FMLA/WC Holiday Bank NG	Used when an employee is using non-grandfathered banked holiday while off work beyond 4 days due to a work-related injury/disease.
FWHOL - FMLA/WC Holiday	Used when an employee is out continuously on FMLA while working temporary light duty (work restrictions) surrounding a holiday.
FWLWP - FMLA/WC LWOP	Used when an employee is off work beyond 4 days and not receiving wages due to a work-related injury/disease.
FWECT - FMLA/WC Exempt Comp	Used when an exempt employee is using comp time while receiving wage loss compensation benefits beyond 4 days.
FWNCT - FMLA/WC Nonexempt Comp	Used when a nonexempt employee is using comp time while receiving wage loss compensation benefits beyond 4 days.
FWSLT - FMLA/WC Sick Leave	Used when an employee is using sick leave while off work beyond 4 days due to a work-related injury/disease.